

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

MORE ON MS WORD 2010

Chapter-4

A. Read the clues and answers the following:

1. This space is left so that when the papers are arranged as a book, the printed text does not get hidden inside the binding.
.....
2. This command is used to locate a word or phrase in a document.
.....
3. This command is used to substitute all or only the selected occurrences of a word or phrase.
.....
4. This tab in MS Word provides options such as Margins, Orientation, and Watermark.
.....
5. This command is used to mathematical equations in a document.
.....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Paragraph Spacing is the blank space between two lines in a paragraph.
.....
2. The Equation command is available in the Home tab.
.....
3. Watermark is a non-faded text or image that you want to appear behind the text on each page.
.....
4. Header is the text like page number that appears at the bottom of each page.
.....

C. Write the name of command used to:

1. To insert a Smart Art -
2. To insert watermark to a document -
3. To set page orientation -